



## OFFICE OF FLEET AND ASSET MANAGEMENT

---

1700 National Drive, Sacramento CA 95834

**DATE:** August 19, 2008 (revised May 2012)  
**TO:** Fleet Coordinators & State Drivers  
**FROM:** Department of General Services  
Office of Fleet and Asset Management  
**SUBJECT: DGS VEHICLE MILEAGE SUBMISSIONS**

---

In an effort to streamline current billing processes, effective September 30, 2008, Fleet Coordinators and State Driver are required to submit all months' end mileage reports for vehicles being leased from DGS via the DGS online **Mileage Log Application**. For this purpose, the Monthly Travel Log STD 273 will no longer be accepted via mail, fax or by phone. However, State agencies continue to be responsible for ensuring a [STD 273](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std273.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std273.pdf>) is completed and retained on all state motor vehicles. (See Department of Personnel Administration, Rule 599.807, and the State Administrative Manual, Section 4107).

Each leasing agency will enter their months' end mileage using the online [Mileage Log](https://www.dgsapps.dgs.ca.gov/OFA/MileageLog/) (<https://www.dgsapps.dgs.ca.gov/OFA/MileageLog/>). The vehicle mileage is due by the fifth work day of each month. All submissions made after the fifth work day of the month will incur a \$50 late fee.

To use the online application, Agencies are required to register and obtain a user identification and password. Instructions for registering are as follows:

- From the application website, click on the "Click here to Register" button
- Complete the profile information including the Agency billing code
- Enter your work e-mail address
- Click the "Submit" button

The user identification will be the email address entered. The password will be immediately sent to the email address entered. The password can be changed at any time after registration is completed.

To enter the vehicle mileage log information, the following is required:

- Vehicle License Plate Number (E-plate number) or Vehicle Equipment Number
- End miles for the reporting month

If you are unable to register, experience problems entering mileage amounts, or do not receive a password using the online application, please email Technical Support staff

Vera Fernandez at [Vera.Fernandez@dgs.ca.gov](mailto:Vera.Fernandez@dgs.ca.gov) or call (916) 928-2784. For all other questions or problems concerning mileage please contact the Sacramento State Garage or Fleet Call Center:

Sacramento Garage: Richard Cole at (916) 653-5087

Fleet Call Center: Fleet Representative at 1 (855) 611-OFAM